



Department of General Services
Procurement Division
707 Third Street, Second Floor
West Sacramento, California 95605

**MASTER SERVICES AGREEMENT
BUSINESS MANAGEMENT CONSULTING SERVICES
USER INSTRUCTIONS
SUPPLEMENT #3 (May 28, 2008)**

CONTRACTOR:	VARIOUS
CONTRACT NUMBERS:	5-06-99-06 through 5-06-99-61
CONTRACT TERM:	January 24, 2007 through December 30, 2009
SERVICE:	BUSINESS MANAGEMENT CONSULTING SERVICES (Statewide)
DISTRIBUTION CODE:	Electronic version of all documents associated with this MSA can be found on the DGS/PD Internet web page: http://www.pd.dgs.ca.gov/masters/default.htm

Changes to User Instructions (*indicated in italics*):

Section I, Part T. **LOCAL AGENCIES GUIDELINES FOR USE OF THIS MSA**

6. Local Agency Reporting—send one copy of the approved order/contract form along with a copy of the Contractor and Evaluation and Selection Form to DGS/Procurement Division, Attn: Multiple Award Program Section (MAPS). The local agency resolution, if required, approving use of the MSA must be attached to the approval order/contract. The local agency order/contract document **must** include the DGS billing code. *If a local agency has not been assigned a DGS billing code, it may obtain one by e-mailing the following required information as follows:*

1. *Complete Agency Name*
2. *Complete Agency billing address*
3. *Agency billing contact name*
4. *Agency billing contact's phone number*

To: Marilyn.ebert@dgs.ca.gov

Cc: Wilson.lee@dgs.ca.gov

Upon receipt of the local agency's e-mail, Marilyn or Wilson will assign and e-mail the billing code back to the requesting local agency.

Skip Ellsworth, Manager, Multiple Award Program

5/28/2008

Date